

**Town of Natick
Job Description**

Position Title:	Office Administrator, Farm	Grade Level:	3
Department	Community Services	FLSA Status	Exempt
Reports to:	Farm Director		

Statement of Duties: Plans and organizes work with a great degree of independence, plays an active role in creating policies, determining priorities, and implementing work plans for the organization. Responsible for all aspects of fundraising, communication, event planning, volunteer management, strategic planning, and administrative services. Understands and is able to interpret laws and regulations that are pertinent to the department.

Supervision Required: The employee receives broad guidance and direction from the Farm Director.

Supervisory Responsibility: Incumbent must be prepared to provide work direction as needed to employees or volunteers; both training, overseeing and evaluating their performance.

Accountability: Accountable to the Executive Director, the Board of Directors, and the Department of Community Services.

Judgment: Must have excellent judgment regarding the balancing of long- and short-term priorities, matters of protocol, managing of budgets, assessing and leveraging skills of employees and volunteers, and cultivating and managing a complex network of individual donor and business relationships

Complexity: Work at this level is highly complex and varied. Incumbent is regularly called upon to perform a significant number of work tasks, each varying from the other in terms of overall department responsibilities. The employee is responsible for setting up office and nonprofit management procedures in unison with director and implementing them.

Confidentiality: Routinely handles issues requiring discretion and confidentiality.

Work Environment: Most work tasks are performed without the need of physical exertion, except for the occasional lifting, moving and placing heavy objects (i.e. 50 pounds). The environment is very community oriented, with a pleasant work setting, though at times is very hectic.

Nature and Purpose of Contacts: Personal contact with the director, staff Board, Town, and constituents for the purpose of relaying, receiving, and acting upon information, and for exchanging information and views on the organizations operations.

Occupational Risks: Low except when participating in agricultural activities or event set up and breakdown. Eye fatigue from long hours on the computer.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Complete all written and oral communications on behalf of the organization with members, constituents, donors, the Town of Natick departments, vendors, foundations and requests for other information. Prepare periodic reports.
- Create, design, and distribute farm-related materials such as e-newsletters, paper newsletters, brochures, program booklets, signage, self-guided booklets and other written materials.
- Manage social media presence and media materials. PR with business leaders, sponsors, etc.
- Promotes Farm through public speaking engagements at local, regional, and national programs and conferences, and on television, radio, and social media.
- Attend to visitors, answer the phone, order office supplies, and maintain personnel records.
- Create and maintain membership database records and activity. Supervise data entry person. Accountable for conception, , implementation, and evaluation of annual membership drive and sponsorship drive.
- Keep updated records on contributors, foundations and corporations.
- Spearhead special and seasonal events. Plan and organize events and supervise volunteers and farm staff.
- Serve as the liaison and maintain all communications with the Board of Directors, Advisory Board, Staff and Campaign Committees.
- Coordinate all aspects of capital campaigns and other fund raisers. Perform tasks such as grant writing, reporting, direct solicitation of funds and materials for campaigns and endowment.

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- Update, revise, and maintain the Farm's website. Write material, and supply current updated information on a timely manner.
- Solicit local artists to schedule exhibits in the Farm's Education center.
- Market and promote Farm products to individuals, businesses, corporations.
- Maintain and upgrade all office technology including computers, software, network, copy machines, and printers. Manage larger repairs by outside service providers.

Recommended Minimum Qualifications:

Education and Experience:

- Bachelor's degree is required.
- Portfolio demonstrating prior work in printed media, public speaking, editing, marketing, photography, and social media.
- Incumbent should come to this position after having at least three (3) to five (5) years of actual work experience in which he/she must have performed responsible automated office administration work.

Special Requirements:

- Prior nonprofit and agricultural experience highly recommended

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of best practices is fundraising with demonstrable background in managing successful campaigns.
- Considerable knowledge of nonprofit organizations such as structure, by-laws, and board framework.
- Extensive knowledge of office administrative principles, practices and procedures.

Abilities:

- Ability to exercise initiative in the planning, scheduling and coordinating of work

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on a daily and long-term basis with minimal supervision.

- Ability to communicate effectively through social and written media and verbal communication.
- Ability to interface, upgrade and coordinate office networking computer system including hardware and software experience, proficient with Microsoft Office. Understanding of desktop publishing, photo imaging and scanner applications desirable.
- Ability to do many tasks effectively accurately and completely.
- Ability to maintain confidential information.
- Ability to organize work, and to perform responsibilities of the job with minimal supervision.
- Ability to supervise employees and volunteers, making work assignment, training them and evaluating their performance.

Skill:

- Strong oral, written communication and social media skills.
- Strong interpersonal and coordinating skills.
- Strong public relations skills.
- Strong budgeting, strategic planning and prioritizing.
- Strong leadership skills

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- Lifting 50 pounds
- Walking

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- Moving quickly

Motor Skills:

- Must have full motor skills
- Be able to drive
- Type quickly.

Visual Skills:

- Must be able to see color and design

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.